

**GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATIVE (SA) DEPARTMENT
SECRETARIAT: AGARTALA**

NO. F. 12(4)-GA (SA)/2014(P)/9689-91 Dated, Agartala, the 14th December, 2018

✓ To
The Director,
Information Technology Department,
Indranagar,
Agartala, Tripura (W).

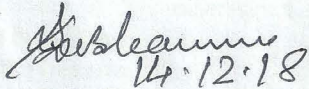
Subject:- Advertisement through website.

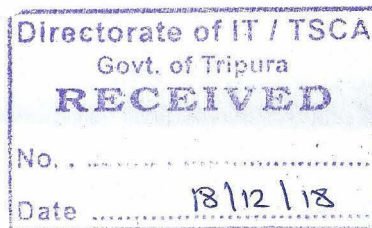
Sir,

I am directed to send herewith a Notice Inviting Quotation for supply of materials listed in the Annexure-I of this Department and to request you to kindly arrange publication of the same in the website.

Yours faithfully

Enclo: Annexure- I


14.12.18
(S.K. Debbarma)
Under Secretary to the
Government of Tripura



GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATIN (SA) DEPARMTMENT
SECRETARIAT:AGARTALA

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NOTICE INVITING QUOTATION

1. Sealed rate quotations are invited from interested Firms / Persons/ Cooperative Societies for supply of the following articles on behalf of Governor of Tripura.

Sl. No.	Name of article	Quantity
1	File Board (Premier)	4000 Nos.
2	File Cover (Premier)	4000 Nos.
3	Court case file cover	500 Nos.
4	Peon book (Rajdoot, No. 8)	200 Nos.
5	Writing pad(Luxor, coverage 92 pages)	120 Nos.
6	Desk calendar refill-2019	100 Nos.
7	Receive Register(Vol. No.8)	50 Nos.
8	Dispatch Register(Vol. No.8)	50 Nos.
9	Xerox paper(F.S.) J.K. brand,75 GSM	60 reams
10	Calculator(Casio, 12 digit)	20 Nos.
11	Chair cushion (Kurlon)	10 Nos.
12	Pen stand(with four pen holder)	10 Nos.

2. Quotation shall be submitted in sealed cover duly super-scribed as "QUOTATION FOR SUPPLY OF FILE BORAD, FILE COVER, POEN BOOK ETC." **alongwith sample article** addressing the Under Secretary to the Government of Tripura, GA (SA) Deptt. ,Secretariat, Agartala, by registered post / speed post / courier service so as to reach the addressee on or before 3.30 P.M, the 31st December, 2018. They may also drop their sealed quotation personally in the sealed box kept in the Office Chamber of the undersigned up to 3.30 P.M. on all working day. Without sample article tender quotation will be rejected.

3. Supply orders will be issued from time to time as per necessity of the Department.

4. Whenever supply order will be issued to the supplier, the supplier must deliver the articles with in 3 (three) days from the date of receipt of the supply order.

5. Interested supplier shall submit Income Tax and GST Clearance Certificate, Trade License and PAN Card (attested copies) of their firm along with quotation. **Rate of articles should be included all taxes.**

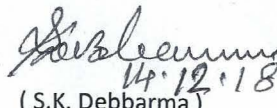
6. Quotationer who wants to be present at the time of opening of the sealed quotations may make it convenient to be present to the next working day at 11-30 A.M in the chamber of the undersigned.

7. The undersigned reserves the right to reject any or all the quotations i.e. lowest rate without assigning any reason thereof.

8. Each quotation shall be accompanied with a refundable earnest deposit money of Rs. 5,000/- (Rupees five thousand) only by way of deposit at call on any Nationalized Bank or Tripura State Cooperative Bank in favour of Under Secretary, GA(SA) Department, Secretariat, Agartala. Quotation with out deposit of earnest money shall not be accepted.

9. Validity period of the quotation shall be of 1 (one) years from the date of acceptance of the quotation by the competent authority.

10. If the last date of dropping of quotation is suddenly declared as holiday for any unforeseen reason or office works are suspended due to natural calamity beyond the control of the undersigned, last date of dropping of tender will automatically be changed to next working day.


14.12.18

(S.K. Debbarma)

Under Secretary to the
Government of Tripura